



MAELC Grant Final Report Guidelines

Promoting and Expanding Agricultural Education

Grant Final Report

Submitting a final report is the last step to completing a MAELC grant project. When filling out the report, please be as accurate as possible in your responses. Complete the report online at www.mn.gov/maelc/grants.html

Report Procedures

Please be prepared to answer the following questions when submitting your final report:

Grant Information

- Type of grant received (Common Fund, Mentor Program, or Strategic Initiative)
- Title of grant
- Contract number
- Amount awarded

Project Narrative

- Describe the three main objectives of your project and activities completed.
- Describe the greatest impact of the project in the school/community.
- Describe if any unexpected positive or negative results occurred, including any challenges faced in carrying out the project.
- Quantify how many people directly participated in the project. Categories include:
 - Elementary Students (K-6)
 - Middle/High School Students (7-12)
 - College Students
 - Farm Business Management Students
 - Educators/Instructors
 - Administrators
 - Community Members
 - Other Partners
- List the corresponding counties of all people that directly participated in the project.
- Quantify how many people were affected by, but did not directly participate in, the project. (Categories are same as listed above)

Budget

- Provide a file of all relevant receipts (note: these should all be in one PDF)
- Describe any significant budget alterations from the original grant request

**If available, please include any pictures, media articles, etc. that feature your project or participants*

**Final invoice (remaining 25% of grant project) – Template can be found under the “Invoices & Reporting” section of the MAELC website (www.mn.gov/maelc/grants.html)*